



Record ¹ of processing activities regarding Meetings, Trainings and Workshops organised by The European Institute of Innovation and Technology and the EU Agency for Law Enforcement Training within their mandate of presiding the EU Agencies Network and sub-networking groups		
Nr	Item	Description
1	Reference number	DPO-57
2	Name and contact details of the data controller, the data protection officer and, where applicable, the processor ² and joint controller	<p>The data controller is the EIT Director.</p> <p>Contact e-mail: agenciescoordination@eit.europa.eu</p> <p>The joint data controller is the Head of Corporate Unit at CEPOL.</p> <p>Contact e-mail: EUAN-Coordination@cepol.europa.eu</p> <p>Contact e-mails of the Data Protection Officers: EIT-DPO@eit.europa.eu, DPO@cepol.europa.eu.</p> <p>The Data Processors are:</p> <ul style="list-style-type: none"> • MS Teams (https://www.microsoft.com/en-us/concern/privacy) • EU Survey (https://ec.europa.eu/eusurvey/home/support) • CANCOM (Cisco Webex) (https://privacyrequest.cisco.com/) • ICF NEXT S.A. (https://www.icf.com/legal/privacy-statement).

¹ In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

² For more information., please see below (categories of data recipients).



3	Purposes of the processing	<p>The purpose of collecting and processing personal data is to coordinate, organise and manage the meetings, including, but not limited to:</p> <ul style="list-style-type: none"> • Management of contact lists and registration forms to grant visitors access to the premises of the EIT and CEPOL and/or to the premises where the meetings take place; • Management of registration forms and/or lists of participants to online meetings to ensure their participation; • Distribution of presentations and documents circulated during and after the sessions; • Management of feedback surveys; • Live web-streaming of speakers and participants in the context of the meeting; • Collection of information on dietary requirements to provide meals at offline meetings. <p>Surveys might be done via the EUSurvey tool.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.</p>
4	Categories of data subjects	<p>The data subjects are participants to meetings, workshops and trainings (further referred as 'meetings'), speakers and other persons whose personal data appears in the meetings' material e.g. in correspondence, or in presentations displayed in the meetings and/or shared with the participants.</p>
5	Categories of the personal data processed	<p>The only personal data collected and further processed is the information the data subjects provide in connection with their participation to the meeting. The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation:</p> <ul style="list-style-type: none"> • Title; • Name; • Professional contact details of the participants (e-mail address, telephone number(s)- direct and mobile, employer's name and address); • Professional contact details of the speakers (e-mail address, telephone number(s)- direct and mobile, employer's name and address); • Dietary requirements.



		<ul style="list-style-type: none"> • Personal data contained in CEPOL's and EIT's articles, including photos, group picture and videos illustrating them may be published in all CEPOL's and EIT's internal and external communication channels (e.g. websites, social media, and publications). • Recording of (live) web-streaming of speakers and participants. <p>The meeting may be recorded for the purpose of drafting minutes and for sharing the recording with the participants, including those who were not able to attend in real time. The recordings will be kept only as long as needed for those purposes. If the meeting is recorded, the data subjects shall be informed beforehand, and their explicit consent shall be sought.</p> <p>As regards photos, group picture and videos, in case they will be used on the EIT's and CEPOL's websites, social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, Youtube) and will become publicly available, explicit consent shall also be sought from the data subject.</p>
6	Categories of data recipients	<p>Within CEPOL/EIT:</p> <p>The personal data of the participants is jointly processed by the CEPOL and EIT authorised staff responsible for the coordination, organisation and management of the meetings, depending on the sub-networking group:</p> <ul style="list-style-type: none"> • EUAN Director's meetings: EIT Directorate staff; • Heads of Resources: CEPOL (Head of CSU); EIT Directorate Staff; • Heads of HR: CEPOL (Head of HR); • Inter-Agency Legal Network (IALN): EIT Legal Section staff; • Information and Communications Technologies Advisory Committee (ICTAC): EIT IT staff; • Head of Communication and Information Network (HCIN): Staff from EIT's Communication and Engagement Unit; • Performance development network (PND): EIT Directorate staff; • Network for Agencies Procurement Officers (NAPO): EIT Directorate staff; • Inter-Agency Accountants' Network (IAAN): CEPOL (Accountant); EIT Administration unit staff;

		<ul style="list-style-type: none"> • Greening Network (GN): Staff from EIT’s Sustainability Committee; • EU-ANSA: CEPOL (Head of CSU); • Social and Sports Tournaments: Staff from EIT’s Staff Committee; CEPOL (Head of CSU); <p>Not depending on the sub-networking group, the authorised staff may have access to personal data in the following cases:</p> <ul style="list-style-type: none"> • EIT’s and CEPOL’s ICT Officers responsible for Microsoft Teams, if necessary for technical support; • EIT’s and CEPOL’s Administration/Finance Units, for processing payments and/or reimbursements; • EIT’s and CEPOL’s personnel responsible for promoting the events externally may have access to photos, which may be used on the EIT’s and CEPOL’s websites, social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, Youtube) and will become publicly available. <p>Access will be given to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>Staff of the EUAN Shared Support Office may have access to your personal data.</p> <p>Authorised EIOPA staff responsible for the coordination, organisation and management of the meetings while chairing the following sub-networking groups - Network for Agencies Procurement Officers (NAPO), Performance development network (PND)- may have access to your personal data.</p> <p>Participants to a meeting, including those not able to attend in real time, speakers and all the EUAN and Sub-Networking Group members have access to personal data visible in invitation to a meeting, on MS Teams, Webex and in presentations.</p>
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7	Time limit storage	<p>Pursuant to the EIT Specific Retention List, the EIT will keep files relating to the participation and organisation of events and stakeholder engagements (reports and documents regarding the meetings) for a period of <u>7 years</u> after the meeting. Files including speakers’ presentations,</p>

³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, OJ L 119, 4.5.2016, p. 1–88)



		photos and videos of the event are kept for a period of <u>5 years</u> after the meeting. Retention period for CEPOL is 5 years.
8	If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	No
9	General description of the technical and organisational security measures	Technical and organisational measures: access to personal data is restricted to recipients specified above, in particular, all personal data is stored in relevant functional mailboxes with restricted access.
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Please see the privacy statement annexed to the record. Please consult the Data Protection page on the EIT's website: https://eit.europa.eu/who-we-are/legal-framework/data-protection

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement